

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0050552		10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Social Work Supervisor				Position Number
3. Division East Region			12. Proposed Class Title				
4. Section Programs		For Use By Personnel Office	13. Allocation				
5. Unit Prevention & Protection Services/Adult Protective Services (APS)			14. Effective Date				
6. Location (address where employee works) City: Topeka County: Shawnee			15. By		Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:					
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM This position may require work beyond normal business hours including evenings, weekends, and holidays to meet the needs of the clients. There may be little to no notification of the need to work beyond normal business hours due to the immediate need to ensure safety of the clients we serve.		17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Ruth Santner	APS Asst. Program Administrator	K0162785

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Ruth Santner	APS Asst. Program Administrator	K0162785

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Extensive latitude is given to independent judgment and initiative. Written and verbal instructions are followed based upon Federal and State law, rules, regulations, and regional policies and procedures. Assignments are normally general direction based upon broad agency

expectations. Most program decisions are made independently or with input from Division staff.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each
Task and
Indicate
Percent of
Time

1. 30% Resource Management

Organizes work flow and interactions among employees, lines of business, and organizational units to insure agency, regional, and Program and Service Integration outcomes are met. Evaluated work flow, processes, and protocols to identify efficiencies in financial and human resources, and acts to implement necessary changes to realize identified efficiencies. Makes work assignments in a manner which facilitates meeting organizational goals. Makes appropriate adjustments to respond to changing organizational goals, priorities, and amount of resources, both financial and human. Delegates work to make efficient use of resources and to develop employee capabilities. Appropriately uses available data for resource management and work assignment.

Provides leadership, guidance, and direction to program staff in all matters involving program policy, procedures, and management. Identifies staffing needs and recommends appropriate assignment and utilization of program staff resources within unit. Interviews, hires, and evaluates performance of staff in accordance with civil service guidelines and personnel rules and regulations. Sets and communicates expectations regarding performance, behavior, attitude and conduct that are measurable, understandable, verifiable, and reasonable. Confronts poor performance or behavior, addresses issues in a prompt manner appropriate corrective action measures. Effectively uses available tools, including probationary period, to poor performance, takes disciplinary action when appropriate, and documents consistently. Actively supports the development of knowledge and skills to perform at a high level. Ensures necessary training and resources are available and used promptly. Creates and values a learning environment and provides recognition for efforts of others and areas of high or improved performance. Creates a productive, supportive environment where employees strive for quality of service.

2. 25% Program Integrity and Customer Service

Ensures program outcomes are met and regulations and protocols are followed. Ensures deadlines for response and/or eligibility determination and standards for accuracy as established by state and federal regulation are met through case file review and review of results of case reads completed by regional performance improvement staff. Whenever possible, demonstrates flexibility in application of state and federal policy ensure client needs and desired client outcomes are met. As a demonstration of customer centered practice and good customer service, makes timely response to client inquiries, including timely response to phone calls, walk-ins, and in scheduling appointments.

3. 25% Leadership

Demonstrates leadership by fostering a commitment to achieving mission, vision, guiding principles and core values of the agency, the region, and the Program and Service Integration line of business. Serves as advocate for internal and external clients throughout all program areas and lines of business within the agency. Identifies gaps and needs for community and agency services and seeks to develop needed service. Models behavior expected from others. Ensures relationships within management team and lines of business are constructive and demonstrate mutual support, respect, trust, openness and value diversity.

4. 20% Communications

Ensures employees know and understand agency direction and can relate employee's work to overall goals of DCF and state government. Explains relevant policy and organizational changes by delineating what is different from current policies, if anything, reasons why changes are occurring, and articulates vision in a manner which allows others to focus efforts and emphasis to successfully implement organizational change and/or meet organizational mission, vision and goals. Operationalizes DCF mission, vision, and guiding principles in completion of daily tasks and interactions with other. Facilitates the flow of information among employees by gleaning relevant and important information and presenting it clearly and concisely, using an appropriate medium. Demonstrates open, honest and respectful communication, encourages others to express differing viewpoints, and listens to differing points of view without becoming defensive. Facilitates the resolution of conflict/disputes. Communicates appropriately by maintaining confidential information, refrains from gossip, and squelches rumors. Adapts communication style and approach to match the needs of different individuals and groups.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
(X) Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Social Work Specialist	K0042117
Social Work Specialist	K0046196
Social Work Specialist	K0162806
Social Work Specialist	K0043445
Social Work Specialist	K0165719
Social Work Specialist	K0063493
Social Work Specialist	K0059133
Social Work Specialist	K0068718
Social Work Specialist	K0048583
Human Service Assistant	K0154687

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with agency employees, including administrative and supervisory staff, central office policy staff, community agencies, governmental officials, community leaders and the general public. Contacts are in person and by telephone to provide information regarding agency programs, policy and procedure and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

The overall administrative program responsibilities involve stress on a daily basis. This position may often deal with angry and hostile individuals. The potential for legal liability exists. Frequent travel within a large region is required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of computer system, spreadsheet and database applications, printer, copier, fax machine, scanner, calculator, shredder, telephone, general office equipment, and vehicle to travel for business required.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - Special or professional

Bachelor's Degree in Social Work from an accredited university.

License, certificates and registrations

Kansas Social Work license

Special knowledge, skills and abilities

Experience - Length in years and kind

Minimum two years social work experience working with vulnerable adults.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Security clearance
valid driver's license
Kansas social work license

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date